

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

8130.23

9/26/91

**AIRCRAFT CERTIFICATION SERVICE REPRESENTATIVES**

**SUBJ: OF THE ADMINISTRATOR - GENERAL**

---

1. PURPOSE. This order consolidates expired action notices (AN) and notices (N) concerning Designated Manufacturing Inspection Representatives (DMIR), Designated Airworthiness Representatives (DAR), and Organizational Designated Airworthiness Representatives (ODAR).
2. DISTRIBUTION. This order is distributed to the Washington headquarters division level of the Flight Standards Service; to the branch level of the Aircraft Certification Service and the Aviation Standards National Field Office; to the branch level in the regional Flight Standards Division and Aircraft Certification Directorates; to all Manufacturing Inspection District and Satellite Offices; to the Flight Standards branch at the Federal Aviation Administration (FAA) Academy; to the Brussels Aircraft Certification Division and Flight Standards Staff.
3. BACKGROUND. This order incorporates AN 8120.6, Use of Designated Manufacturing Inspection Representatives at a Supplier's Facility; AN 8130.8, Duration and Renewal of Designated Manufacturing Inspection Representatives Designation; AN 8130.9, Use of DMIR's During Type Certification Programs and at Suppliers; AN 8130.12, Distribution and Maintenance of Designee Kits; AN 8130.23, Use, Selection and Appointment of Designated Manufacturing Representatives at Suppliers; AN 8130.29, Appointment of Organizational Designated Airworthiness Representatives (Manufacturing); N 8130.58, Expansion of Individual Designated Airworthiness Representative Geographical Restrictions; and N 8130.59, Organizational Designated Airworthiness Representatives Qualification Criteria, Selection, and Appointment Procedures for Issuance of FAA Form 8130.3.
4. DURATION AND RENEWAL OF DMIR CERTIFICATES
  - a. Federal Aviation Regulation (FAR) section 183.15(b) provides that DMIR certificates are effective for 1 year after the date of issuance and may be renewed at any time prior to the expiration date for an additional period of 1 year. To maintain consistency, Directorates will establish an expiration date of January 31 on all renewed certificates.
  - b. The Manufacturing Inspection District Office (MIDO) will inform the manufacturer of the pending expiration of the designee appointment. If the continued services of such designees are determined necessary, the MIDO should encourage the reappointment of all DMIR's whose performance has been satisfactory to the FAA.
  - c. The manufacturer must request the DMIR's reappointment in writing. The letter should be routed through the issuing office to the manufacturing inspector who has certificate management responsibility for the DMIR. If the MIDO manager concurs, the manufacturing inspector will request the current FAA Form 8430-9, Certificate of Authority, from the DMIR. On the second line of the reverse side of the certificate, the manufacturing inspector will print the office identification, the word **RENEWED**, the January 31 expiration date, and sign the certificate. Following a maximum of 2 renewals, a new FAA Form 8430-9 must be completed by the Manufacturing Inspection Office (MIO).

**NOTE: An expired DMIR certificate is not renewable. When a DMIR certificate expires, the manufacturer must reapply.**

5. USE, SELECTION, AND APPOINTMENT OF DMIR's AT SUPPLIERS.

---

**Distribution:** A-W(FS)-2; A-W(IR/VN)-3; A-X(CD/FS)-3; A-FFS-7(MAX); A-FAC-1, 2(LTD);  
A-FAC-3, 4 (ALL); AAC-950 (25 copies); AEU-100/200; A-FDR-1D;  
A-FIA-0 (ALL)

**Initiated By:** AIR-200

a. Use of DMIR's.

(1) Federal Aviation Regulations section 183.31 allows a DMIR to conduct inspections for a manufacturer, or their supplier, at any location authorized by the FAA. Only manufacturers with approved production inspection systems, parts manufacturer approvals, production certificates, or technical standard order authorizations, and suppliers of these manufacturers may have DMIR's. A DMIR's functions at a supplier are limited to those conducted for a manufacturer. A supplier DMIR may conduct such inspections to determine that:

- (a) Prototype products and parts conform to design data; and
- (b) Production products and parts conform to the approved design data and are in condition for safe operation.

(2) All conformity inspections of prototype products and related parts, conducted by DMIR's at suppliers, will be at the request of the DMIR's managing office. In all instances, the manufacturer must complete inspection of the products and related parts before submitting them for DMIR inspection. The DMIR conducts inspections on behalf of the FAA rather than the manufacturer.

(3) Where use of a DMIR at a supplier is not appropriate, the services of an appropriately rated DAR may be obtained to conduct any required inspections.

(4) The FAA designee system permits the same person to be independently authorized to perform DMIR functions for more than one manufacturer, PROVIDED THAT INDEPENDENT AUTHORIZATIONS ARE ISSUED UNDER THE COGNIZANCE OF THE MANUFACTURER'S CERTIFICATE MANAGEMENT OFFICE. Supervision and surveillance are conducted by the field office in the supplier's geographic Directorate in accordance with the direction provided by the certificate management office which retains control of the DMIR (See paragraph 5b.(4)).

b. Selection and Appointment.

(1) To qualify for selection and appointment as DMIR, an applicant must:

- (a) Be employed by either the manufacturer or a supplier approved by the manufacturer, and be recommended to the FAA by the manufacturer or supplier; and
- (b) Have a good working knowledge of the pertinent FAR and related material;
- (c) Have been in a responsible position for a reasonable period of time (usually 1 year) in connection with the type of work to be covered by the designation. The applicant must also be sufficiently knowledgeable in the technical requirements and problem areas associated with the appointment and otherwise demonstrate suitability for the designation;
- (d) Possess unquestionable integrity, sound judgement, and a cooperative attitude;
- (e) While discharging the duties of a DMIR, report to a level of management in the employer's organization high enough to enable administration of the pertinent FAR effectively, without undue pressure or influence from other organizational segments; and
- (f) Have a minimum of 5 years experience in connection with the inspection or production of products similar in type or complexity to those produced by the employer. At least 2 years of such experience must have been in a supervisory capacity or other position of equal responsibility. The applicant must also be familiar with the facilities, procedures, and inspection and manufacturing techniques in connection with type certification, original airworthiness certification, export certification, parts approvals, and associated data relating thereto.

(2) A request for appointment of a DMIR at a supplier facility must be initiated by a letter from the supplier to the MDO for the geographic area in which the supplier is located. The letter must be accompanied by FAA Form 8110-14, Statement of Qualifications, from the applicant; and

(a) A letter of recommendation from the manufacturer, including any special recommendations or limitations considered appropriate with respect to delegated authority; or

(b) A copy of the manufacturer's list of suppliers that are authorized to have a DMIR appointed. The geographic area MIDO should contact the manufacturer's certificate management MIDO to ensure this list has been reviewed and determined acceptable.

(3) After appropriate investigation of the applicant, and decision for or against approval, the MIDO responsible for the supplier will forward all documentation to their MIO for processing. If approved, the MIO will forward a copy of FAA Form 8430-9 and any supplemental sheets to the manufacturer's certificate management MIO. The certificate management MIO should ensure the manufacturer is notified of DMIR appointments.

(4) When a supplier DMIR is authorized to conduct inspections for more than one manufacturer, a supplemental sheet to FAA Form 8430-9 may be used. This supplement should identify the manufacturer(s) and function(s) which the DMIR is authorized to perform at each manufacturer. The geographic area MIDO should forward a copy of the supplement to each manufacturer's certificate management MIDO (See figure 1).

(5) When changes to DMIR certificates are sought, the supplier may submit a letter referencing the existing appointment and request revisions to the existing certificate. Authorization to include additional manufacturers to a DMIR's certificate must be substantiated by the manufacturer's recommendations or list of suppliers authorized to have DMIR's appointed. A new FAA Form 8110-14 need not be submitted. The supplier's geographic MIDO may issue a new supplemental sheet authorizing revisions to the manufacturer(s) and function(s) listed. The manufacturing inspection for the supplier facility shall instruct the DMIR to maintain the current supplemental sheet with the certificate of authority, and return any previous supplements.

#### 6. APPOINTMENT OF ORGANIZATIONAL DESIGNATED AIRWORTHINESS REPRESENTATIVES

(MANUFACTURING). This paragraph pertains to appointment of an ODAR to perform conformity inspections when the applicant does not hold a current FAA production approval.

a. Section 183.33 of the FAR does not preclude appointment of an ODAR for a company without a production approval. The preamble to the adoption of the rule states that since every examination, inspection, and testing function delegated to a DAR could not be envisioned at the time of the amendment, it was not possible to specify by regulation all areas in which a DAR may serve consistent with the stated objective of the amendment.

b. The preamble language clearly indicates the FAA's intention to provide for flexibility in the delineation of DAR functions. Previously, the Aircraft Certification Service did not recognize a need to provide for appointment of a DAR in an organization without a production approval. Thus, paragraph 23(d)(3) of Order 8000.62, Designated Airworthiness Representatives Qualification Criteria, Selection, and Appointment Procedures, dated October 1, 1985, provides that an applicant for an ODAR must hold an FAA production approval. Similarly, Advisory Circular (AC) 183-33A, Designated Airworthiness Representatives, paragraph 12(d)(2) provides that an ODAR authorization be issued only to organizations with FAA production approvals.

c. Certain changes within the aviation community have prompted the Aircraft Certification Service to reconsider this position. Given the proper constraints, we see no reason why an applicant may not have an ODAR to perform conformity inspections on prototype articles during a type or supplemental type certification program. We note that such use is currently permitted for non-U.S. type certification programs under paragraphs 12(d)(2)(c) and 17(a)(9) of AC 183-33A, which allows a DAR to perform conformity inspections on behalf of civil airworthiness authorities at U.S. suppliers for non-U.S. manufacturers.

d. Before being granted such an appointment, the organization must establish a quality control system which meets the applicable FAR for the production approval being sought. The organization must submit to the FAA a procedures manual as described in Order 8000.62, Appendix 6, and demonstrate to the FAA that the quality control system ensures that:

- (1) Each completed part conforms to its design data; and
- (2) Manufacture of the prototype product is in accordance with that system.

e. The organization will be responsible for compliance with the FAR, and the terms of the ODAR appointment. Any necessary corrective action will be directed at the organization seeking type or supplemental type certification. If the organization

does not comply, conformity of the prototype product will be put in question, and could adversely affect the type or supplemental type certification program.

f. If the FAA finds that the organization has established and can maintain a quality control system as described above, that organization may be determined eligible for appointment as an ODAR, and may issue FAA Form 8130-3, Airworthiness Approval Tag, for conformity certification of prototype products. It should be noted that the ORGANIZATION must meet this qualification criteria, not the individuals appointed under the ODAR. However, individuals authorized to issue FAA Form 8130-3 under the terms and conditions of the ODAR appointment, must have the skills and experience necessary to make the required conformity determinations consistent with the complexity of the prototype product involved.

7. ORGANIZATIONAL DESIGNATED AIRWORTHINESS REPRESENTATIVES QUALIFICATION CRITERIA, SELECTION, AND APPOINTMENT PROCEDURES FOR ISSUANCE OF FAA FORM 8130-3. This paragraph contains procedures for issuance of export airworthiness approval(s) by domestic FAA production approval holders authorized as an ODAR.

a. Any holder of an FAA production approval may be authorized to represent the Administrator as an ODAR, as provided in Order 8000.62 and AC 183-33A. Manufacturers holding FAA production approvals determine the persons who are authorized to accept and identify parts on behalf of their quality control organization, including persons at its suppliers. To be authorized by the FAA to issue FAA Form 8130-3, these persons must perform, or be directly in charge of inspections which determine that products conform to the manufacturer's FAA approved design data and are in condition for safe operation.

b. Since issuance of FAA Form 8130-3 for Class III products is not specifically addressed in AC 183-33A, the qualification criteria contained in AC 183-33A, Appendix 1, paragraph 2c(2) should be used to determine eligibility for appointment as an ODAR. It should be noted that the ORGANIZATION must meet this qualification criteria, not the individuals appointed under the ODAR authorization. However, individuals designated to issue FAA Form 8130-3 under the terms and conditions of the ODAR authorization, must have the skills and experience necessary to make the required airworthiness determinations consistent with the complexity of the Class III product involved.

c. Applications for ODAR appointment must be initiated by a letter from the manufacturer to the manager of the geographic MIO. The letter must be accompanied by an FAA Form 8110-14 and include:

(1) The name(s), signature(s), title(s), and location(s) of the person(s) for whom authorization to sign FAA Form 8130-3 is requested;

(2) An independent quality system procedure (with individual authorization backup data maintained by the ODAR) submitted to the FAA for approval, which positively ensures that only properly qualified persons will perform the authorized functions. The procedure should contain information as shown in Appendix 6 of Order 8000.62.

d. The Director, Aircraft Certification Service, has delegated the authority to select and appoint ODAR's to the Directorate managers who have certificate management responsibility for the manufacturer.

e. The MIDO having certificate management responsibility will be responsible for managing the manufacturer's ODAR activities. Any ODAR activities outside the managing office's geographic area requiring management or surveillance should be handed off to the appropriate MIDO in accordance with established handoff procedures. Amendments to the FAA approved quality system procedure, including persons authorized to sign FAA Form 8130-3, must be submitted by the manufacturer to the certificate management MIDO for approval. Initial evaluation and approval of the ODAR quality system procedure(s) and amendments thereto should be processed in accordance with Order 8120.2, Production Approval and Surveillance Procedures.

f. Upon a satisfactory determination that the manufacturer meets all appropriate requirements, the appointing office will prepare an FAA Form 8430-9, which will identify the manufacturer as an ODAR. Authorized functions will be stated on the front of the certificate along with a supplement to the certificate as shown in figure 2. The supplement will show the name of the manufacturer and the conditions and limitations under which the ODAR will operate. The supplement must be dated and signed by the appropriate MIO manager. Order 8000.62 limits ODAR authorizations to a period of 1 year from its issue date.

8. EXPANSION OF INDIVIDUAL DAR GEOGRAPHIC RESTRICTIONS.

a. The DAR's managing office shall ensure that DAR's under their cognizance perform their authorized functions within the geographic boundaries of that office. However, that office may authorize a DAR to perform authorized functions outside their

geographic boundaries, including other countries, on a trip-by-trip basis. Such authorizations must be in writing, and issued only if the managing office has the ability to adequately monitor and supervise the DAR. Periods over 30-working days should not be granted unless justifications of additional functions warrant longer periods and the cognizant geographic FAA office concurs. Telegraphic authorization may be granted when written authorization cannot be provided in a timely manner. An information copy of the authorization will be provided by the managing office to the cognizant Manufacturing Inspection or Flight Standards District Office responsible for the geographic area in which the DAR will be performing authorized functions, prior to the DAR performing those functions.

b. Before performing authorized functions in another country, the DAR will notify the cognizant Civil Aviation Authority (CAA) of that country in writing. The notification will include the DAR's authorization, anticipated activities, and expected length of stay. The DAR will send a copy of the written notification to the FAA managing office. When practicable, the CAA and FAA notifications will be provided at least 15 days in advance of the DAR's arrival. An information copy of the authorization will be maintained by the DAR for review by the CAA or their representative(s) upon request.

**9. DISTRIBUTION AND MAINTENANCE OF DESIGNEE KITS.** The following interim procedures will be implemented until the Designee Management Subsystem (DMS) to the Aviation Safety Analysis System is implemented. At that time, these procedures may be revised.

a. Only one type of publication kit (the FDR-1D) will be issued to a DAR, ODAR, DMIR, Delegation Option Authorization (DOA), or Designated Alteration Station (DAS) representative. The current contents of the kit include the following:

- (1) Cover letter/response card;
- (2) Contents List;
- (3) FAR Part 21, Certification Procedures for Products and Parts;
- (4) FAR Part 45, Identification and Registration Marking;
- (5) FAR Part 47, Aircraft Registration;
- (6) FAR Part 183, Representatives of the Administrator;
- (7) Advisory Circular 21-2, Export Airworthiness Approval Procedures;
- (8) Advisory Circular 21-23, Airworthiness Certification of Civil Aircraft Engine, Propellers, and Related
- (9) Advisory Circular 183-33, Designated Airworthiness Representatives;
- (10) Order 8130.2, Airworthiness Certification of Aircraft and Related Approvals;
- (11) Order 8000.62, Designated Airworthiness Representatives Qualification Criteria, Selection, and Appointment Procedures;
- (12) Order 8130.21, Procedure For Completion of FAA Form 8130-3, Airworthiness Approval Tag;
- (13) Order 8130.22, Experimental Certifications - General.

b. The FAA office that appoints a DAR/ODAR/DMIR/DOA/DAS will be responsible for issuing the original publication kit to the designee at the time of appointment. Appointing offices will replenish their stock by ordering kits directly from the Department of Transportation (DOT) Warehouse, Utilization and Storage Section, M-443.2, Washington, DC 20590. Changes that

affect kit materials will be distributed directly to kit holders by DOT Warehouse M-443.2 from the mailing list maintained by the Maintenance Support Branch, AVN-140 (see paragraph 9c). The designee will be responsible for inserting the changes into their kits

c. The Maintenance Support Branch, AVN-140, P.O. Box 25082, Oklahoma City, OK 73125, maintains a temporary database of all current designees. This database will be replaced with the DMS. All FAA offices responsible for mailing FAA Form 1770-7, DMIR/DER Mailing List Action Request, will mail them directly to AVN-140 at the above address until the DMS becomes fully operational. At that time, the responsible offices will make the appropriate entries into the DMS instead of mailing FAA Form 1770-7.

d. Any DOA or DAS appointments, deletions, or address changes must also be communicated to AVN-140. Additionally, all Flight Standards Divisions/Branches who appoint maintenance DAR's, and all Aircraft Certification Directorates who appoint manufacturing DAR's must comply with Order 8000.62, paragraph 13f(1) and (2). It should be noted that the designation AVN-133 in Order 8000.62, paragraph 13f(2) is now the Designee Standardization Section, AVN-141.

10. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the Aircraft Certification Service, Administration Management Branch, AIR-530, Attention: Directives Management Officer, for consideration. Your assistance is welcome. Federal Aviation Administration Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed, you may contact the Airworthiness Certification Branch, AIR-230, but you should also use FAA Form 1320-19 as a follow-up to verbal conversation.

Signed by:

Dana D. Lakeman  
Acting Manager, Aircraft Manufacturing  
Division

FIGURE 1. - SUPPLEMENTAL SHEET FOR DMIR CERTIFICATES

Date of Supplement \_\_\_\_\_

The pagination of this document may deviate from the printed copy; however, references to chapters, sections, paragraphs, and appendixes will be consistent with the printed copy.

Pursuant to section 183.31(c) of the Federal Aviation Regulations, J. Milton Rice, DESIGNATED MANUFACTURING INSPECTION REPRESENTATIVE (certificate number), is hereby authorized to perform certain functions subject to the following conditions and limitations:

MANUFACTURERSFUNCTIONS AUTHORIZED

ABC Aircraft Co.  
711 World Way  
Palomino, CA 00000

Conformity Inspections  
(FAR 183.31(b)(1))

Acme Aircraft  
758 Alfred Dr.  
Union City, NJ 00000

Export Class II and  
III Products  
(FAR 183.31(a)(2))

Advanced Propeller Co.  
1 Rose Way  
Kingston, NY 00000

Export Class II and  
III Products  
(FAR 183.31(a)(2))

---

David A. Giles  
Manager, Manufacturing Inspection  
District Office

FIGURE 2. - SUPPLEMENT SHEET FOR DAR CERTIFICATES

Date of Supplement \_\_\_\_\_

SUPPLEMENT TO FEDERAL AVIATION ADMINISTRATION FORM 8430-9,  
CERTIFICATE OF AUTHORITY, DELEGATED FUNCTIONS AND LIMITATIONS

Pursuant to section 183.33 of the Federal Aviation Regulations, ABC Company, ODAR-9-AC-NM, is hereby authorized to perform the following functions subject to the following conditions and limitations:

1. Issue original FAA Form 8130-3, Airworthiness Approval Tag, for export airworthiness certification of Class II and Class III products under its FAA Parts Manufacturer Approval.

2. Persons authorized and functions performed must be in accordance with ABC Company ODAR Procedure No. 123, dated August 14, 1990, or subsequent FAA approved revisions.

\_\_\_\_\_  
William J. Bowman  
Manager, Transport Airplane  
Directorate